



Policy Type: Accounting and Financial Policies and Procedures

Policy/Procedure Title: Early Financial Aid Disbursement for Books & Supply Allowance

Governing Body: Financial Aid/Finance Department

Date of Current Revision or Creation: 9/30/15

Title: Early Financial Aid Disbursement for Book & Supply Allowance Policy

Pell eligible students who will have a refund after tuition and fees are applied to their student bill will be eligible to receive an early disbursement for books and supplies. Students are eligible if the disbursement of financial aid funds will result in a credit balance.

Eligible students will be notified by the Financial Aid Office regarding the Book & Supply Allowance Policy via email.

Those students who qualify for a refund will receive a refund check up to the maximum amount allowed for books and supplies each quarter or up to their total refund amount if the refund due is under the maximum for books and supplies.

The early book and supply allowance for eligible students will be deducted from the total refund due for the quarter.

Checks are required to be received by the student prior to the 7th day of class.

Students will be notified two weeks before disbursement of their Book & Supply Allowance. At that time, the Bursar's Office will send them an email to give students the opportunity to 'Opt Out' and not receive their Book & Supply Allowance.

Revision date: